

THE ANNUAL LIFECYCLE OF A COMMUNITY PRESERVATION PROJECT APPLICATION

- I. Read the Community Preservation Plan: The Plan is posted on the Community Preservation Committee (CPC) page of www.acton-ma.gov and available at the Acton Planning Department.
- II. Conceive project idea; determine any stumbling blocks, collaborators, budget, etc.
- III. Call/meet with the CPC or Roland Bartl to determine eligibility and ask questions about your project.
- IV. Communicate with any town committees or organizations that work or have regulatory jurisdiction within your project area, such as the Historic District Commission, Recreation Commission, Conservation Commission, Open Space Committee, Planning Board, Acton Housing Authority, Acton Community Housing Corporation, Acton Public Schools.
- V. **Mid-September (Typically in the Memorial Library) – Annual Public Hearing** of the CPC to ascertain the needs, possibilities, resources, and preferences of the Town regarding community preservation, and to hear comments and questions on the Community Preservation Plan, which contains submission guidelines for community preservation project proposals. **Come to the hearing, share your project ideas with the committee, and ask any questions you may have.**
- VI. **November** – Submit complete project application to Planning Dept.; see Community Preservation Plan for application form, instructions, and submission deadline.
- VII. Town Counsel reviews all proposals and makes determinations regarding eligibility under CPA statute.
- VIII. CPC carefully reads all proposals.
- IX. Attend CPC meetings when applications are being discussed – **November into January.** On dates to be determined, the CPC invites you to a meeting where you give a brief project presentation and the CPC asks specific questions about your proposed project. The CPC may ask for the submission of additional or supplemental information and documents.
- X. **January/February** – CPC brainstorms pros and cons of each project proposal; reiterative CPC consensus building process; CPC makes its final project funding recommendations to Town Meeting.
- XI. **End of February** – CPC finalizes appropriation article with its funding recommendations, and Town Meeting Warrant goes to print.
- XII. **Town Meeting in Early April** – Applicants should attend and be prepared to answer any questions about their project.
- XIII. **April/May** – For projects approved at Town Meeting, the CPC sends award letters to project proponents outlining any conditions on the release of funds.
- XIV. Applicants must consult with Town staff to ensure adherence to State bid and procurement laws.
- XV. Applicants must access the project funds within three years from the date of Town Meeting approval. If not, the funds revert back to the Community Preservation Fund for further appropriation at Town Meeting.
- XVI. Applicants should provide periodic updates to the CPC on the projects' progress and completion.